



# CITY OF WINCHESTER, VIRGINIA

Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601  
540-667-1815  
TDD 540-722-0782

## SUBDIVISION CHECKLIST

(revised February 2004)

**NOTE: A completed Checklist is required for all plans submitted to the City's Planning Department.**

This is a generalized list of requirements extracted from the Subdivision Ordinance. Not all requirements may be applicable to every application. Additional requirements may apply to specific types of development or changes of use. Consult a current copy of the Subdivision Ordinance.

### BACKGROUND INFORMATION:

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

YES NO NA

\_\_\_ Pre-application studies, discussions, sketches-OPTIONAL (6-1)

### PRELIMINARY PLAT SPECIFICATIONS

YES NO NA

\_\_\_ Name of Subdivision (6-3-3.1)  
\_\_\_ Name of owner, subdivider, surveyor or engineer (6-3-3.1)  
\_\_\_ Date of drawing (6-3-3.1)  
\_\_\_ Number of sheets (6-3-3.1)  
\_\_\_ Grid northpoint (6-3-3.1)  
\_\_\_ Scale (6-3-3.1)  
\_\_\_ Survey to State Coordinate System if creates more than two lots and within 1/2 mile of station conforming to USC&GS standards(6-3-3.1)  
   ~ otherwise, to known permanent monument (6-3-3.1)  
\_\_\_ Elevations based on USC&GS data (6-3-3.1)  
\_\_\_ Location map (6-3-3.2)  
\_\_\_ Not less than 1"=1 mile (6-3-3.2)  
\_\_\_ Show adjoining road, name, number, towns, subdivisions, etc. (6-3-3.2)  
\_\_\_ Boundary survey or survey of record (6-3-3.3)  
\_\_\_ Closure accuracy at least 1 part in 2500 (6-3-3.3)  
\_\_\_ Total acreage (6-3-3.3)  
\_\_\_ Acreage of subdivided area (6-3-3.3)  
\_\_\_ Number of building sites (6-3-3.3)  
\_\_\_ Area (acreage or sq.ft.) of building sites (6-3-3.3)  
\_\_\_ Frontage of all building sites (6-3-3.3)  
\_\_\_ Names of owners and/or subdivisions and their property lines (6-3-3.3)  
   ~ Within and adjoining tract boundaries (6-3-3.3)  
   ~ Legal references (6-3-3.3)

### MASTER OVERALL PLAN SPECIFICATIONS

# CITY OF WINCHESTER SUBDIVISION CHECKLIST

YES NO NA

- \_\_\_ Scale not less than 1" = 200' (6-2)
- \_\_\_ Names, location and dimensions of all existing streets in and around subdivision (6-2-1.1)
- \_\_\_ Location and dimension of proposed streets (6-2-1.2)
- \_\_\_ Topography with 5' maximum contour interval (6-2-1.3)
- \_\_\_ Proposed water, sewer and drainage facilities (6-2-1.4)
- \_\_\_ Other information deemed advisable by Administrator (6-2-1.5)

## EXISTING FEATURES

- \_\_\_ Buildings/cemeteries within tract boundaries (6-3-3.3)
- \_\_\_ Public streets (6-3-3.4)
- \_\_\_ Names (6-3-3.4)
- \_\_\_ Route Number, if applicable (6-3-3.4)
- \_\_\_ Pavement and Right-of-way Widths (6-3-3.4)
- \_\_\_ Private streets (6-3-3.4)
- \_\_\_ Names (6-3-3.4)
- \_\_\_ Pavement and Common Area Width (6-3-3.4)
- \_\_\_ Easements- utility and other (6-3-3.4)
- \_\_\_ Public Areas (6-3-3.4)
- \_\_\_ Parking spaces (6-3-3.4)
- \_\_\_ Culverts/Drains/watercourses (6-3-3.4)
- \_\_\_ Names and pertinent data (6-3-3.4)
- \_\_\_ Land suitable for platting and type development proposed (5-2)

## PROPOSED LAYOUT

- \_\_\_ Streets conform to Comprehensive Plan (5-32)
- \_\_\_ Lot Shape (5-13):
  - \_\_\_ ~ Arrangement, design, and shape satisfactory for buildings (5-13)
  - \_\_\_ ~ Properly related to topography (5-13)
  - \_\_\_ ~ Not peculiarly shaped solely to provided necessary square footage (5-13)
- \_\_\_ Location (5-14):
  - \_\_\_ ~ Lots abut existing or proposed dedicated street or street which has become public by right of use (5-14) SEE Exception in Section 5-31
  - \_\_\_ ~ Street Width sufficient per Section 5-26 (5-14)
  - \_\_\_ ~ Dedication up to one half of street width deficiency (5-14)
- \_\_\_ Corner Lots contain extra width (5-15)
- \_\_\_ Side Lot Lines approx perpendicular or radial to street line (5-16)
- \_\_\_ Remnants below minimum lot size eliminated (5-17)
- \_\_\_ Block Length between 500 feet and 1,200 feet (5-19)
- \_\_\_ Block Width adequate to avoid double frontage lots except along major streets or where otherwise approved by Administrator (5-20)
- \_\_\_ Block Oriented to avoid multiple driveway cuts on major streets (5-21)
- \_\_\_ Business or industrial lots designed to accommodate off-street activities (5-22)
- \_\_\_ Street Alignment & Layout (5-23):
  - \_\_\_ ~ New streets continue existing streets (5-23)
  - \_\_\_ ~ New streets provided to parallel existing heavily travelled streets (5-23)
  - \_\_\_ ~ Provide for continuation to adjacent land (5-23)
  - \_\_\_ ~ Streets and Underground Utilities extended, by dedication to boundary of adjoining property where deemed desirable by Planning Commission (5-23)
  - \_\_\_ ~ Half Streets along subdivision boundary avoided (5-23)
  - \_\_\_ ~ Intersecting streets meet at right angles where possible (5-23)
  - \_\_\_ ~ Hillside streets intersect at no less than 60 degree angle (5-23)
- \_\_\_ Approach Angle no less than 80 degrees unless otherwise approved (5-25)
- \_\_\_ Service Drives provided parallel to Category II & III streets (5-24)
- \_\_\_ Distance between service drive and street allows for adequate landuse (5-24)

YES NO NA

- \_\_\_ Right-of-Way width for major street adequate for required cut or fill at

# CITY OF WINCHESTER SUBDIVISION CHECKLIST

\_\_\_\_\_ grade-separated crossings (5-24)  
 \_\_\_\_\_ Right-of-Way minimum widths and variation approvals(5-26)  
 \_\_\_\_\_ Street minimum widths and variation approvals (5-26)  
 \_\_\_\_\_ Alleys provided for in commercial & industrial districts except where waived (5-29)  
 \_\_\_\_\_ Cul-de-sacs do not exceed 1000 feet except for unusual characteristics (5-28)  
 \_\_\_\_\_ Private Streets avoided except in Townhouse and Planned Developments (5-31)  
 \_\_\_\_\_ Reserve or "spike" strips restricting access avoided (5-31)  
 \_\_\_\_\_ Commercial & Industrial Lot depth & width adequate for off-street activities (5-38)  
 \_\_\_\_\_ Double frontage lots avoided except where desirable (5-39)  
 \_\_\_\_\_ Reservation of Land for Public Purpose: (5-40)  
 \_\_\_\_\_ ~ Parks & Playgrounds- up to 10% exclusive of drainage areas (5-40)  
 \_\_\_\_\_ ~ Other land optioned to City for 18 months (5-40)  
 \_\_\_\_\_ ~ Alternative lot layout if option not exercised (5-40)  
 \_\_\_\_\_ Lot Width adequate to meet driveway spacing standards (5-39a)

## PROPOSED FEATURES- DRAINAGE

\_\_\_\_\_ Drainage layout (6-3-3.5)  
 \_\_\_\_\_ ~ Pipe sizes, types (6-3-3.5)  
 \_\_\_\_\_ ~ Drainage channels (6-3-3.7)  
 \_\_\_\_\_ ~ Drainage Easements (6-3-3.5)  
 \_\_\_\_\_ ~ Means of transporting drainage to defined natural drainage area (6-3-3.5)  
 \_\_\_\_\_ Storm Sewer Profiles or contour maps showing grades (6-3-3.6)  
 \_\_\_\_\_ Drainage Channel cross-section (6-3-3.7)  
 \_\_\_\_\_ Conforms to applicable Storm Drainage Report recommendations (5-3)  
 \_\_\_\_\_ Elevation and flood profiles demonstrate land free of danger of flood waters for building sites  
 \_\_\_\_\_ Information needed to determine required Flood Control and Drainage  
 \_\_\_\_\_ improvements (5-7)  
 \_\_\_\_\_ 2 foot interval topographic map (5-7)  
 \_\_\_\_\_ Drainage plans (5-7)  
 \_\_\_\_\_ Flood control devices (5-7)  
 \_\_\_\_\_ Certified engineer's or qualified surveyor's statement (5-7)  
 \_\_\_\_\_ Improvements conform to applicable Storm Drainage Report (5-7)

## PROPOSED FEATURES- STREETS & SIDEWALKS

\_\_\_\_\_ Construction in accordance with Public Works Dept Specifications (5-27)  
 \_\_\_\_\_ Street Names do not duplicate others in City or Frederick County (5-33)  
 \_\_\_\_\_ Public streets (6-3-3.4)  
 \_\_\_\_\_ ~ Names (6-3-3.4)  
 \_\_\_\_\_ ~ Route Number, if applicable (6-3-3.4)  
 \_\_\_\_\_ ~ Pavement and Right-of-way Widths (6-3-3.4)  
 \_\_\_\_\_ Private streets (6-3-3.4)  
 \_\_\_\_\_ ~ Names (6-3-3.4)  
 \_\_\_\_\_ ~ Pavement and Common Area Width (6-3-3.4)  
 \_\_\_\_\_ Street Profiles or contour maps showing street grades (6-3-3.6)  
 \_\_\_\_\_ Street cross-section (6-3-3.7)  
 \_\_\_\_\_ ~ Depth and type of base (6-3-3.7)  
 \_\_\_\_\_ ~ Type of surface (6-3-3.7)  
 \_\_\_\_\_ Alleys paved and, if deadend, turnaround facilities provided (5-29)  
 \_\_\_\_\_ Walkways- minimum of 5 feet wide (5-30)  
 \_\_\_\_\_ Street Trees located & planted per Tree Commission provisions (5-34)  
 \_\_\_\_\_ Street Grade not greater than 9 percent (2-2-31, 2-2-32 & 2-2-32.1)  
 \_\_\_\_\_ Landscaped median in street connecting to Category III Street (2-2-32.1)  
 \_\_\_\_\_ Driveway/Curbs no closer than 300 along Category III Streets (2-2-32.1)  
 \_\_\_\_\_ Driveway spacing standards otherwise (5-39a)  
 \_\_\_\_\_ Cul-de-sac right-of-way radii not less than 50 feet (2-2-7)

YES NO NA

\_\_\_\_\_ Cul-de-sac pavement radii not less than 40 feet (2-2-7)

## CITY OF WINCHESTER SUBDIVISION CHECKLIST

### PROPOSED FEATURES- UTILITIES

\_\_\_\_ Public water and sewer available (5-9)  
\_\_\_\_ Service extended to each lot (5-9)  
\_\_\_\_ Fire protection per Fire Chief & Utilities Superintendent(5-10)  
\_\_\_\_ ~ Fire Hydrants (5-10)  
\_\_\_\_ ~ Water mains adequately sized (5-10)  
\_\_\_\_ ~ Looped system or waiver thereof (5-10)  
\_\_\_\_ Sanitary Profiles or contour maps showing grades (6-3-3.6)  
\_\_\_\_ Water Profiles or contour maps showing grades (6-3-3.6)  
\_\_\_\_ Sewer cross section (6-3-3.7)  
\_\_\_\_ Pipe bedding and backfill (6-3-3.7)  
\_\_\_\_ Proposed connections with existing sanitary sewer (6-3-3.8)  
\_\_\_\_ Proposed connections with existing water lines (6-3-3.8)  
\_\_\_\_ Utilities easements (6-3-3.6)  
\_\_\_\_ Underground installation of wire & cable utilities (5-41)  
\_\_\_\_ Wastewater pretreatment requirements identified (5-42)

### OTHER INFORMATION

\_\_\_\_ Parcels to be dedicated for public use and conditions of dedication (6-3-3.9)  
\_\_\_\_ Copy of protective covenants and deed restrictions (6-3-3.10)

### FINAL SUBDIVISION

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YES NO NA

\_\_\_\_ Written request for final subdivision (6-4-1)  
\_\_\_\_ Ten copies of final plat (6-4-5)  
\_\_\_\_ Five copies of plan and specifications (5-12)

### FINAL PLAT SPECIFICATIONS

\_\_\_\_ All preliminary plat requirements (6-4-5)  
\_\_\_\_ Sheet Size equals 8.5" by 14" (6-4-5)  
\_\_\_\_ Blank oblong space 3 inches by 5 inches for approving signature (6-4-5.1)  
\_\_\_\_ Prepared by Land Surveyor duly licensed in Virginia (4-2)  
\_\_\_\_ Surveyor's/Engineer's Certificate (6-4-5.2)  
\_\_\_\_ Source of title (6-4-5.2)  
\_\_\_\_ Place of record of last instrument in chain of title (6-4-5.2)  
\_\_\_\_ Statement of owners, proprietors and trustees (6-4-5.3)  
\_\_\_\_ Subdivision as it appears is with free consent (6-4-5.3)  
\_\_\_\_ Acknowledged before officer authorized to take acknowledgement of deeds (6-4-5.3)  
\_\_\_\_ Plats for subdivisions of land from more than one source of title: (6-4-5.4)  
\_\_\_\_ ~ Tract outlines indicated by dashed lines (6-4-5.4)  
\_\_\_\_ ~ Each tract clearly identified (6-4-5.4)  
\_\_\_\_ Bearings & distances balance/close- accuracy no less than 1 in 10,000 (6-4-5.7)  
\_\_\_\_ Lot Location and dimensions by bearings & distances with curve data (6-4-5.6)

### EXISTING FEATURES

\_\_\_\_ Location and dimensions by bearings and distances (with curve data)(6-4-5.6)  
\_\_\_\_ ~ Easement boundaries (6-4-5.6)  
\_\_\_\_ ~ Parks (6-4-5.6)  
\_\_\_\_ ~ School sites (6-4-5.6)  
\_\_\_\_ ~ Other public areas (6-4-5.6)  
\_\_\_\_ Number and area of all building sites (6-4-5.6)  
\_\_\_\_ Public streets (6-4-5.6)  
\_\_\_\_ ~ Names (6-4-5.6)  
\_\_\_\_ ~ Route Number, if applicable (6-4-5.6)

YES NO NA

\_\_\_\_ ~ Pavement and Right-of-Way Width (6-4-5.6)  
\_\_\_\_ Private streets (6-4-5.6)  
\_\_\_\_ ~ Names (6-4-5.6)

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\_\_\_\_\_ ~ Pavement and Common Area Width (6-4-5.6)  
 \_\_\_\_\_ Utilities (6-4-5.6)  
 \_\_\_\_\_ Sanitary sewers (6-4-5.6)  
 \_\_\_\_\_ Water mains (6-4-5.6)  
 \_\_\_\_\_ Manholes (6-4-5.6)  
 \_\_\_\_\_ Underground conduits (6-4-5.6)  
 \_\_\_\_\_ Water courses (6-4-5.6)  
 \_\_\_\_\_ Names (6-4-5.6)  
 \_\_\_\_\_ Storm drains (6-4-5.6)

## PROPOSED FEATURES- DRAINAGE

\_\_\_\_\_ Drainage Profiles showing grades (6-4-5.5)  
 \_\_\_\_\_ Water courses (6-4-5.6)  
 \_\_\_\_\_ Names (6-4-5.6)  
 \_\_\_\_\_ Easements within subdivision (6-4-5.5)  
 \_\_\_\_\_ Easements through adjacent property- 20 foot minimum width (5-8)

## PROPOSED FEATURES- STREETS & SIDEWALKS

\_\_\_\_\_ Profiles showing grades (6-4-5.5)  
 \_\_\_\_\_ ~ Ground surface at:  
 \_\_\_\_\_ • Street intersections (6-4-5.5)  
 \_\_\_\_\_ • Points of major grade change along center line (6-4-5.5)  
 \_\_\_\_\_ • Grade lines connecting with streets, intersections and major change points (6-4-5.5)  
 \_\_\_\_\_ Location and dimensions by bearings and distances (with curve data): (6-4-5.6)  
 \_\_\_\_\_ ~ Center lines of streets (6-4-5.6)  
 \_\_\_\_\_ ~ Edges of street right-of-way (6-4-5.6)  
 \_\_\_\_\_ ~ Proposed access easements (6-4-5.6)  
 \_\_\_\_\_ Street frontage curve data shown at curve or in curve data table: (6-4-5.8)  
 \_\_\_\_\_ ~ Delta (6-4-5.8)  
 \_\_\_\_\_ ~ Radius arc (6-4-5.8)  
 \_\_\_\_\_ ~ Tangent (6-4-5.8)  
 \_\_\_\_\_ ~ Chord (6-4-5.8)  
 \_\_\_\_\_ ~ Chord bearings (6-4-5.8)  
 \_\_\_\_\_ Monuments (5-35)  
 \_\_\_\_\_ ~ Concrete monuments 4" diameter, 3' long set 3" above finished grade at all:  
 \_\_\_\_\_ ~ street corners (5-36)  
 \_\_\_\_\_ ~ points where street intersects external subdivision boundary (5-36)  
 \_\_\_\_\_ ~ right angle points in streets (5-36)  
 \_\_\_\_\_ ~ curve points in streets (5-36)  
 \_\_\_\_\_ ~ Iron Pipes 3/4" min diameter, 24" long set flush with finished grade  
 \_\_\_\_\_ at all lot corners other than those marked with concrete monuments (5-37)  
 \_\_\_\_\_ Traffic Control (e.g. stops signs, pavement markings) (5-27)

## PROPOSED FEATURES- UTILITIES

\_\_\_\_\_ Water and Sewer Profiles showing grades (6-4-5.5)  
 \_\_\_\_\_ Water mains  
 \_\_\_\_\_ Sanitary Sewers  
 \_\_\_\_\_ Manholes (6-4-5.6)  
 \_\_\_\_\_ Underground conduits (6-4-5.6)  
 \_\_\_\_\_ Easements for all utilities- 20 feet in width minimum :(5-8)  
 \_\_\_\_\_ ~ Water (5-8)  
 \_\_\_\_\_ ~ Sewer (5-8)  
 \_\_\_\_\_ ~ Electric (5-8)

YES NO NA

\_\_\_\_\_ ~ Telephone (5-8)  
 \_\_\_\_\_ ~ CATV (5-8)  
 \_\_\_\_\_ ~ Gas (5-8)  
 \_\_\_\_\_ Other utilities (5-8)

CITY OF WINCHESTER SUBDIVISION CHECKLIST

**OTHER**

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YES NO NA

- |     |     |     |  |
|-----|-----|-----|--|
| ___ | ___ | ___ | Owners names and property lines: (6-4-5.6)   |
| ___ | ___ | ___ | ~ Within boundaries of subdivision (6-4-5.6)   |
| ___ | ___ | ___ | ~ Adjoining boundaries of subdivision (6-4-5.6)  |
| ___ | ___ | ___ | Survey oriented to State Coordinate System (6-4-5.7)   |
| ___ | ___ | ___ | ~ If creates two or more lots and within 1/2 mile of triangulation/traverse station (6-4-5.7)                    |
| ___ | ___ | ___ | ~ If beyond - to a known or permanent monument (6-4-5.7)   |
| ___ | ___ | ___ | ~ Two adjacent reference points show State Plane Coordinates (6-4-5.7)   |
| ___ | ___ | ___ | ~ Located by concrete monuments (6-4-5.7)  |
| ___ | ___ | ___ | ~ not less than 500 feet apart (6-4-5.7)   |
| ___ | ___ | ___ | Deed of dedication accompany plat (6-4-5.9)  |
| ___ | ___ | ___ | Agreement re: construction, use and maintenance of shared facilities (6-4-5.9)                                   |
| ___ | ___ | ___ | Zoning Ordinance Regulations met or exceeded (5-6)   |
| ___ | ___ | ___ | Deed transferring land under separate ownership (if any) to single ownership                                     |
| ___ | ___ | ___ | to be deposited with Administrator and recorded with final plat (5-18)   |
| ___ | ___ | ___ | Bond for incomplete improvements before final plat approval(5-11)  |
| ___ | ___ | ___ | Guarantee performance, workmanlike manner, in accord with specifications and construction schedule (5-11), or... |
| ___ | ___ | ___ | Payment to City outright estimated costs of improvements (5-11)  |

**REMEMBER TO INCLUDE THIS COMPLETED CHECKLIST WITH YOUR PLANS,**  
**IT IS REQUIRED AS PART OF THE APPLICATION.**